

Valencia College

Microbiology I–MCB 2010c Syllabus (Part A)

INSTRUCTOR Professor Nalini Odapalli
nodapalli@valenciacollege.edu; 407-582-1809; 754-255-2082

**Online Office
Hours**

Zoom sessions are for 2 hours. These are optional.
Check on the canvas modules for the day, time and zoom link.
Be ready to log in 5 minutes early and come prepared for these sessions.

**Lectures
and Labs**

Lecture part will be covered through recorded videos/audios on the Canvas.
It is mandatory to watch the video lectures for passing this course.
Lecture videos are not optional.
This will help you learn at your pace at home and master the concepts.
Lab will be covered through virtual labs on Mac-Grawhill website (Buy code)
Follow Canvas calendar to plan your study schedule. These are hard deadlines. No exceptions or extensions.

**IMPORTANT
DATES**

Quizzes dates will be posted on Canvas.
Lab quizzes will be given in the virtual lab.
Lecture quizzes and lecture tests will be given on Honorlock only.

Unit 1= Test 1 in Chapters 1, 3, 4, 5;	Quiz 1&2
Unit 2= Test 2 in Chapters 9, 10, 11, 12;	Quiz 3, 4, &5
Unit 3= Test 3 in Chapters 13, 14, 15, 16;	Quiz 6 & 7
Unit 4= Test 4 in Chapters 17, 18, 19, 20;	Quiz 8 & 9
Test 5 in Chapters 21, 22, 23;	Quiz 10 & 11
Extra credit test in DNA virtual lab	
Lab midterm & final exams	

See the Canvas calendar, for the due dates of all the quizzes and tests.

**If you miss a quiz or test, they will not be reopened
and**

you will be given a zero to reflect your actual score.

Canvas has all the lecture notes, PowerPoints, lecture videos,
activity sheets (worksheets) for quizzes, lecture tests and quizzes (with due dates).
Note: The final lecture test date will be announced later in the semester.

Honorlock: What is Honorlock?

Training will be provided by Valencia to all students via Canvas.

All the lecture tests and lecture quizzes are given online via Honorlock.

All quizzes are available from first week of the semester till the due date

mentioned in the schedule. So, you can take them whenever you are ready before the due date, need not wait till the due date if you are ready.

Loaner Laptops for Students:

- The college has loaner laptops for students without access to adequate technology
- First come-first served basis and students, must be actively enrolled to request one
- If you find it helpful, you use the syllabus statement (below):
Valencia is currently loaning laptops to students in need. You can request a laptop by completing the request form at <https://valenciacollege.edu/laptop> . This link will take you to the Atlas log-in screen, and then to the form. Laptops are distributed on a first come-first served basis, so if you are in need, request a laptop early!

Technical requirements: This course requires you to have a webcam.

Webcam, microphone and Laptop are required to take the tests and quizzes.
If you do not have these gadgets and please contact professor Odapalli right away at 330-789-2824

Install software list: Zoom, honorlock, chrome, schockwave player, Adobe flash player and Microsoft word and Microsoft PowerPoints.

These are all free for students from Valencia. Contact Helpdesk

Honorlock: What is Honorlock? Training will be provided by Valencia to all students via Canvas.

Online class: All the lecture tests and lecture quizzes are given online via Honorlock. **Quizzes are open from first day of the semester till the due date mentioned in the schedule.** So, you can take them whenever you are ready before the due date, need not wait till the due date if you are ready. **The tests and quizzes close at 10 AM on the due dates.**

Mark the due dates from schedule on your personal calendar and finish online quizzes/tests well before the due date.

If you miss a quiz or test, they will not be reopened, and you will be given a zero to reflect your actual score.

Illness Statement:

“If you are unable to participate in the course due to illness, family emergency, etc., please communicate with me as soon as possible in order to create a plan to complete any missed assignments so that your learning can progress in your course. In the case of a prolonged online absence, please communicate with me as soon as possible in order to create a plan for the best course of action.”

Academic Honesty and Behavior Agreement

By signing this document, I acknowledge that I have received a copy of the syllabus for this class, have read it, and agree to abide by, and be governed by, the principles and practices contained therein. Further, I understand that by registering for classes at Valencia College I agree

to be bound by the Valencia College Student Code of Conduct (a copy of which can be found here).

Finally, I understand that academic honesty and integrity is a valued and expected behavior for a Valencia student. I understand that if I cheat in class I will be subject to academic penalties. Specifically, if I am caught cheating on an exam for assignment, I will receive a zero for the first offense. If I am caught cheating a second time I will be administratively withdrawn from class immediately and receive an "F" grade for the semester.

Name (print): _____ Date: _____

NOTE: E-sign this Academic Honesty and Behavior Agreement and email professor at nodapalli@valenciacollege.edu

You will not be able to take the exam if your agreement is not on file.

Valencia College
MCB 2010C MICROBIOLOGY
Syllabus (Part B)

Professor Nalini Odapalli
Phone 754 255 2084 (Cell) 407 582 1809 (Office)
Email nodapalli@valenciacollege.edu

COURSE DESCRIPTION This lecture/lab course is designed for Health Science majors. Survey of microbial forms with emphasis on bacteria and viruses: morphology, physiology, genetic mechanisms, and control of microorganisms. Pathogenic processes and microbes discussed in detail.

PREREQUISITE Minimum grade of C in BSC 1010C or BSC 2093C

PREREQUISITE NOTE If you do not meet the prerequisite requirements for this course, please arrange for a conference with your instructor as soon as possible. It is not advisable to take BSC 2093C and MCB 2010C in the same term unless you have a strong science background.

TEXT Cowan, Marjorie K. *Microbiology (Paperbook or ebook- both are ok)*

LABORATORY MATERIALS: Virtual labs via Mc-GrawHill. **These are mandatory.**

One package has both Textbook and online access to virtual labs

Cowan Connect Microbiology 21' with Access Code

Author: Cowan ISBN 9781260451245

Edition: 6 price: \$126.70

Valencia bookstore ships within 2 business days if ordered before 5:00 PM

<https://www.valenciabookstores.com>

You could chose to buy e-book and access code from publisher website if you prefer.

<https://www.mheducation.com/highered/support/connect/first-day-of-class/standalone.html>

(watch the video for steps to buy) Be careful in choosing the right products online.

Online Course: From the experience of teaching several fully online and mixed mode courses; I can say that online course students have to be highly disciplined. The reason being the lectures are online and lecture tests/quizzes have **hard deadlines**. So, it becomes totally student responsibility to take charge of learning the material and mastering the concepts before taking the lecture tests which are challenging. Your awareness should be high and in parallel to the rigor of this college-level course to be successful in this course.

For lecture portion: You must watch videos, fill pre-quiz sheets, and master the basics. Make use of sample test suggestions to score well on the lecture tests. Each pre-quiz sheet has a quiz on it.

For lab portion: Do virtual labs, absorb and master the concepts, and do well in the lab quizzes and Lab tests on the Mc-GrawHill website.

ASSESSMENTS

Lecture Tests	500
Lecture Quizzes	150
Laboratory Quizzes	~150-
Laboratory Tests	100
Total Points	~1000+

GRADING SCALE

A 90 - 100 % B 80 - 89 % C 70 - 79 % D 60 - 69 % F 59 - 0 %

Note: Any uncompleted coursework will be assigned a grade of 0.

Lecture Tests will cover the material presented in the Canvas material such as lecture notes, PowerPoints, and textbook.

Laboratory Quizzes are given in virtual lab exercises. Answer questions following each laboratory exercise.

All tests and quizzes are timed.

Each question only 1 minute.

Lecture tests have 50 multiple choice questions and time 60 minutes.

Lecture quizzes usually contain 10 multiple choices or fill in the blank questions, time 10 minutes.

Lab quizzes can be multiple choice, blank and short essays.

Lab exam will be an essay type.

For Online Courses, lecture tests and lecture quizzes are given online on [Honorlock](#).

You cannot use your books or notes for any test or quiz.

None of my quizzes or tests is open book.

You must know the material to take tests and quizzes.

ATTENDANCE POLICY

And

Missing the first week's activities will result in automatic withdrawal.

Regular email interaction, self-discipline, online zoom interaction with professor and participation are significant factors which promote success in college. Students are expected to take all quizzes. **Attendance must be recorded for each student.** Completion of all the first week's activities is considered as your attendance for online courses. See Canvas modules for the list of first week's activities.

WITHDRAWAL POLICY

Students in MCB2010c are expected to take quizzes **regularly and before hard deadlines.**

Students that habitually missed quizzes/tests (3 times) will be contacted by the professor.

Quizzes and lab Tests **cannot** be made up.

In this class, a student missing 2 quizzes might not get a good grade.

Missing more quizzes might lead to failing of this class.

Instructor will not make any exceptions if you miss due dates.

It is student responsibility to keep track of the due date of each and every quiz and complete the required work.

Missing 2 quizzes will put your enrollment in the course at risk.

A student can be withdrawn from the course for missing assignments and not providing evidence or proof for missing 2 consecutive assignments/quizzes/tests.

“A student who withdraws from a class before the withdrawal deadline will receive a grade of “W.”

A faculty member is permitted to withdraw a student from the class up to the beginning of the final test period, for violation of the faculty member's attendance policy, as published in the faculty member's syllabus.

A student is not permitted to withdraw from this class **after** the withdrawal deadline; if you remain in the class after the withdrawal deadline, you can only receive a grade of A, B, C, D, F or I.

An “**I**” grade will only be assigned under extraordinary circumstances that occur near the end of the semester.

If you receive an I, the work missed must be made up during the following semester, at which time you will get an A, B, C, D or F.

Failure to make up the work during the following semester will result in you getting a grade of F in the course.

Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.” (Valencia Policy 4-07 Academic Progress, Course Attendance and Grades, and Withdrawals).

To academically maintain financial aid, students must meet all of the following requirements:

- ☐ Complete 67% of all classes attempted, and
- ☐ Maintain a Valencia GPA of 2.0 or higher, and
- ☐ Maintain an overall GPA of 2.0 or higher, and
- ☐ Complete degree within the 150% timeframe

Detailed information about maintaining satisfactory academic progress (SAP) can be found at http://valenciacollege.edu/finaid/satisfactory_progress.cfm

Make-up policy:

NO make-up tests, quizzes, extra credit or lab test.

All quizzes/test are open- from first week of the semester –till the specified due date. Complete a day before, but don’t miss any quizzes/tests.

Extra credit:

Everyone is given one extra credit opportunity on Canvas to make up for any missed quiz or test. It is called DNA virtual lab assessment

Additional Extra credit: Bioreadiness assessment or GenED critical thinking assessment if any, Faculty evaluation survey.

Complete these and turn in to gain 5 extra credit points,

Whenever deemed these assessment links will appear on Canvas.

DISCLAIMER STATEMENT

Changes in this syllabus and/or schedule may be made at any time during the term by notice of the professor. You will be notified of changes by email or on Canvas, at least 24 hours in advance.

It is your responsibility to stay informed of any changes.

You are required to keep all returned graded work for two weeks after a final grade has been issued to ensure that no grade discrepancies have occurred.

This syllabus is a contract between the student and the instructor.

By attending this course, the student agrees to and accept the terms and conditions of this contract.

It is the responsibility of the student to carefully read this syllabus/contract and to adhere to all policies and procedures within.

ACADEMIC HONESTY

All forms of academic dishonesty are prohibited at Valencia College.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive.

Academic penalties may include, without limitation, one or more of the following: loss of credit for an assignment, examination, or project; withdrawal from the course; a reduction in the course grade; or a grade of "F" in the course. If a student is found cheating, notification will be submitted to the Dean of Science and record of the violation will be added to your permanent transcript.

Honorlock:

You will be taking all the quizzes and tests at the comfort your home.

During quizzes/tests, all cell phones and electronic devices should be turned off and stored away in purses or backpacks.

Book bags, backpacks, purses, notes, drinks and/or food are not allowed during test taking.

You will need only a pencil, blank paper and eraser.

Students must not leave the room, should finish test/quiz in one sitting, unless medical documentation has been submitted. Your tests are proctored by Honorlock.

Cheating on tests will result in a zero grade the first time and withdrawal, without warning, from the course second time.

STUDENT CONDUCT

By registering at Valencia Community College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct.

Violation of any of these rules may lead to a disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized penalty.

The Student Code of Conduct is published in the Valencia Student Handbook.

COLLEGE POLICIES

A full description of all College policies can be found in the College Catalog

at <http://www.valenciacollege.edu/catalog/> ;

Policy Manual at <http://www.valenciacollege.edu/generalcounsel/>; and the Student Handbook

at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

STUDENT ASSISTANCE PROGRAM

Valencia College is interested in making sure all our students have a rewarding and successful college experience.

For that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, and time management, as well as relationship problems dealing with school, home or work.

Students have 24-hour unlimited access to the BayCare Behavioral Health's confidential student assistance program phone counseling services by calling (800) 878-5470.

Three free confidential online counseling sessions are also available to students.

STUDENT SERVICES Tutoring Center: (Phone: 407 582 1633)

Please note that tutoring services are free and are available at all Valencia campuses.

STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Student with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.

The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities (Phone 407 582 1523. West Campus).

LEARNING COURSE OUTCOMES

Students will be able to identify the major milestones in microbiology.

Students will be able to describe how macromolecules contribute to the functions necessary for microbial life.

Students will be able to classify microorganisms according to a common taxonomic hierarchy.

Students will be able to differentiate between prokaryotic and eukaryotic organisms and explain the function of each structure in both cell types.

Students will gain an understanding of viruses by explaining the viral structure, multiplication, spread, and control.

Students will be able to explain basic microbial metabolism and summarize what is needed for the growth of microorganisms.

Students will be able to describe all the chemical and physical means available to control microbes and to identify those that provide sterility.

Students will be able to identify the mechanism of action of commonly used antimicrobial drugs and the concerns associated with the development of drug-resistant strains.

Students will model their knowledge of molecular genetics and recognize the importance of basic genetic engineering. You will be introduced in to a lecture to all the advanced molecular biology methods.

You will be introduced to all the lab culture methods for growing, identifying and inspecting the bacteria.

Students will be able to demonstrate the appropriate use of epidemiological terminology in the context of public health.

Students will be able to identify the mechanisms of pathogenicity and distinguish the different levels of immunity operating in the human body.

Students will be able to identify the causes of major human infectious disease and relate that information to the appropriate organ system.

Students will demonstrate a working knowledge of aseptic technique.

Students will demonstrate an understanding of microscopy.

Students will integrate their lab knowledge to identify unknown microbes and determine how appropriate antimicrobial drugs are chosen for given bacterial infections.

STUDY TIPS

“LEARNING IS AN ACTION VERB!! Most students need to do more than just sit through video lectures and reread their notes. Spend 1-2 hour blocks of time EVERY DAY actively writing or discussing concepts to make them a part of your memory. Use the words you learn often, they will sink in better.

Here are some study and classroom management tips that have assisted former students:

Watch online videos with full attention The introduction to each lecture explains the purpose of the entire lecture. Students who follow this rule won't miss important information.

- Fill up pre-quiz sheet using lecture notes on Canvas, before watching the chapter video. This helps you to understand the concepts better and ask questions relevant to lecture tests during online sessions.
- REWRITE YOUR NOTES soon after the lecture video using points from textbook.
- Create flash cards with questions you make up from the lecture and lab with answers on the back.
- Use mnemonic devices and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
- Make lists of confusing topics from your studying and ask questions.
- Take advantage of the professor's online zoom sessions.
- JOIN online STUDY GROUP with like-minded students who have high academic goals.
- Get the telephone number of one or more classmates in case you need to clarify anything
- Keep checking your grades on the Canvas and motivate yourself to do better.
- Prepare your own dictionary of words which includes both scientific terms and general vocabulary words

For Lecture test:

1. Study PowerPoint while reading the chapters of the textbook.
Do not ignore PowerPoints or Textbook, both are important
2. Study pre-quiz and test yourself again
3. Use practice tests available at the end of the chapter in the textbook and online on the website.
4. Make sure you review printed unit **Lecture notes** and your practice tests for achieving high score
5. Lecture test questions are not easy but when you prepare well using the prequiz sheets, online quizzes, and practice tests then it is possible to ace these tests
6. **After the first test:**

Email me if you got less than A on your first test.

We will review your test and find ways to improve score in the coming tests.

I have tips to help you improve your grades, such as how to study for next test, how to increase retaining or speed for this course, time saving tips, etc.,

Weather Emergencies: In the case of weather emergencies, you can find out about school closings by signing up to update your information for Valencia Alerts on Atlas.

Big Events: If you have weddings, birthdays, cruise, vacation preplanned which might interfere with our course then please withdraw the first week.

To Do list:

It is your duty to maintain a log of “To Do” list written on the Canvas Calendar. This list contains a chain of events and due dates of quizzes/tests coming up. It also gives you basic information to make a study plan every week.

Evaluate:

I encourage you all to use media to post your evaluations such as ratemyprofessor website. **Convey what is true about the course, college, learning experience, and the teacher. Evaluations are an important source of information for future students. I do not appreciate either negative views or positive things.** Negative evaluations are detrimental to our work and positive evaluations are embarrassing for me. What we want is a genuine reporting of what’s done, what is the value of what we have done and let the readers decide.

Microbiology Schedule: Dates will be announced on Canvas

Lecture
Introduction – Ch. 1 Tools of the Lab – Ch. 3
Bacteria and Archaea – Ch. 4 Eukaryotes – Ch. 5 Viruses – Ch. 6; Quiz in Chap 6
LECTURE TEST 1: Ch. 1; 3-5 Genetics – Ch. 9
Genetic Engineering – Ch. 10
Controlling Microbes – Ch. 11 Antibiotics – Ch. 12
LECTURE TEST 2: Ch. 9-12
Infection and Disease – Ch. 13 Nonspecific Defenses – Ch. 14
Specific Defenses – Ch. 15 Disorders in Immunity – Ch. 16
LAB MIDTERM EXAM LECTURE TEST 3: Ch. 13-16 Diagnosing Infections – Ch. 17
Diseases of the Skin/Eyes – Ch. 18
Nervous System Disease – Ch. 19
Cardio/Lymph Disease –Ch. 20 (Quiz)
LECTURE TEST 4: Ch. 17-19 Respiratory Disease - Ch. 21
Digestive System Disease– Ch. 22 Genitourinary Diseases – Ch. 23
Genitourinary Diseases – Ch. 23 <u>Lecture Test 5: Ch 21-23</u> FINAL LAB EXAM

What does Title IX say about pregnant & parenting students?

<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>

Title IX **specifically prohibits discrimination** against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions.

It is illegal for schools to exclude a pregnant student from participating in any part of an educational program.

Schools may implement special instructional programs or classes for a pregnant student, but participation must be completely voluntary on the part of the student, and the programs and classes must be comparable to those offered for other students.

A school must excuse a student's absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.

An instructor may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. If a teacher's grade is based in part on attendance or participation, the student should be allowed to earn the credits missed.

A school **may require** a pregnant student or student who has given birth to submit medical certification for school participation **only if** the school also requires such certification from all students with physical or emotional conditions requiring the attention of a physician.

Harassment of a pregnant student could be a violation of Title IX. This includes peer or faculty to student harassment such as verbal name-calling, graphic or written statements i.e. jokes, rumors, sexual propositions, etc.

Institutions are required to provide assistance such as adjustments to the regular program that is reasonable and responsive to a student's temporary pregnancy status i.e. larger desk, frequent trips to the bathrooms, etc.

Institutions are expected to give the student an opportunity to make up any work missed. Alternatives such as retaking a semester, taking part in an online course, or allowing the student to have additional time in a program or class to continue at the same pace and finish at a later date. The student should be allowed to choose how to make up the work.

If you have any Valencia College community members who have questions regarding this topic, please feel free to contact, or suggest that the student, faculty or staff member contact the College's Title IX Coordinator/EO Officer at 407-582-3421.

LETTER FROM THE DEAN

Expectations of a Valencia College Science Student

Welcome to the Science Division of Valencia College's West Campus; we are enthused to have this opportunity to assist you in achieving your educational goals. Higher education is a privilege and an opportunity; it is your responsibility to realize that you are in control of those behaviors and actions that can enable success in this course.

From your professors, **you can expect** the following:

1. They will be prompt, courteous and respectful.
2. They will provide a professional learning environment throughout the entire scheduled instructional period.
3. They will provide an up-to-date syllabus; when changes need to be made, they will announce changes in a manner that is conveyed to all students in their class.
4. They will provide you with a course that is of necessary rigor to prepare you for the career you have chosen; because the class you are taking transfers to a four-year college or university, it will be taught with the same academic expectations. The bonus of starting your education at Valencia, when compared to attending a four-year college, is you will be able to get more personal attention with small class sizes and you will be able to save money; the classes are not easier.
5. They will offer time outside of class to discuss your questions.
6. They will be available to discuss your class concerns in private, outside of class time; you should try to resolve your class concerns with your professor before you try to voice your concerns with administrators.
7. They will respond to emails within 2 business days.
8. They will expect from you what they have expected from the many students who passed their classes in the past.

In return, this is **what your professor will expect from you**:

1. You will be prompt, courteous and respectful.

Prompt means you come to class on time, ready to work, with all assignments completed before you enter class or lab. It means that you have studied, that all conversations, texting, and diversions come to a stop and that you are ready to contribute to a positive learning environment from the beginning of the class or lab.

Courtesy means you are polite in your attitude and behavior towards your professor and classmates.

Respectfulness means that you regard everyone's classroom experience as valuable to them, that you accept your professor's expertise and experience to create relevant course objectives and that you treat college and personal property with care.

2. You will read your syllabus; your syllabus is a contract between your professor and you. Be aware of deadlines to complete assignments on time and know your professor's attendance policy. You will need to attend class for the full length of time allotted to your science class and lab.
3. You will be aware of Valencia College policies and procedures found in the college catalog; ignorance of policies and procedures doesn't mean they don't apply.
4. You will be serious about learning; it is your responsibility to be an active participant in your own learning. You will need to devote sufficient time to learn the material presented by your professor; for most students, this means you will need to spend at least two hours studying for every hour of instruction. Learning is an action verb; you will need to do more than sit through class and reread your notes to be successful. To succeed in higher level classes, you must retain the information, concepts and skills you will learn; this can only happen if you work at learning to make the course content a part of your long-term memory. Do not cram!!
5. You will be encouraged to produce your own study guides. Most college professors do not provide study guides, but they can give you tips that will help you produce your own study guides to gain a better understanding of the course content.
6. You will be expected to participate fully in classroom activities. The work you produce must be your own; cheating in any form is not tolerated. When you are caught cheating in class or after test then you will be given a zero on the test and withdrawn from the class.

7. You will be expected to contribute to a positive learning environment. Avoid classmates who speak negatively, or who have a negative outlook, about your class or your professor. Instead, get to know your professor during office hours; you will learn much more with a positive attitude.
8. You will be held to a high standard of maturity and responsibility. Disruptive behaviors will not be tolerated in the classroom or lab. First-time disruptions will be handled by your professor and may include a request that you leave the class or lab. Very serious or repeated disruptions will be reported, to the Dean of Science and the Dean of Students, with specific consequences that can include your permanent removal from the class. Disruptions include:
 - Being noisy when arriving late to class or leaving early.
 - Carrying on private conversations while the professor is talking.
 - Disrespectful language, tone, and mannerisms.
 - Sleeping or attempting to sleep in class.
 - Repeatedly asking unnecessary or irrelevant questions.

My wish is that you get the best learning value from the science classes that you are taking. With everyone abiding by the expectations in this letter, your science classes at Valencia should be the next step in achieving your academic dreams.

Dr. Robert Gessner
West Campus Dean of Science
Valencia College

2021 syllabi changes

1. Students can record only and only lecture but not anything else. No recording of class discussion or another student voice or face or an activity in the class are allowed.

Student religious observation accommodation requests can be discussed with faculty. Please reach out to me.

2. Academic Resources

We want you to stay connected to the latest academic resources we have available for you during this transitional time.

West Campus Bookstore:

Campus Store will be open Monday – Friday, 8 a.m. – 6 p.m.

Campus store window pick-up will be available Monday – Saturday, 8 a.m. – 6 p.m.

Downtown Campus

The Campus Store at the Downtown Campus is owned and operated by Barnes & Noble and will continue to operate online. Visit the [Campus Store website for the Downtown Campus](#) for more information and to [order online](#).

Other Campuses

Visit the [Valencia Campus Store website](#) for more information and online ordering.

Customer Service

Monday – Friday 8 a.m. – 6 p.m.

407-299-5000, extension 5310

onlineorder@valenciacollege.edu

3. **Learning Support Services** provides students with academic support through distance tutoring, face to face tutoring at the campuses, writing consultations, library services, and resources.

Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: www.valenciacollege.edu/tutoring

4. **Please note:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring
5. **Academic Advising:**
 - Call: 407-582-1507
 - Email: advising@valenciacollege.edu
 - Visit <https://valenciacollege.edu/students/student-services/support.php> for links and information on how to get connected to each of the following:
 - **Virtual Answer Center or Virtual Advising Center** (online Zoom access): Monday-Thursday 10a-7p, Fridays 9a-5p; Virtual Answer Center only – Saturdays 9a-1p
 - **Make an appointment** (in person): Monday-Thursday 8a-5p, Fridays 9a-5p (East, West, and OSC only), Fridays - virtual only (DTC, LNC, WP, PNC).
6. **Enrollment Services:**
 - (phone access): Monday-Thursday 8a-6p and Fridays 9a-5p (407-582-1507)

7. **Financial Aid:**

Contact FinAidOffice@valenciacollege.edu for their financial aid questions, as well as for potential assistance with financial support

As a reminder, you can [review the full list of student services hours of operation](#), which was provided in a past [Grove Article](#) for the Roadmap to Reopening.

Netiquette

1. Attend zoom session in full formal wear
2. Video is expected to ensure full participation
3. If a student has a question about the course material or policy, then you are required to contact the professor directly by email
4. The professor will determine if it can be resolved by email reply or Zoom session. The student with concerns is required to attend the zoom meeting to find an appropriate solution.
5. Students are recommended to meet the professor via Zoom meetings to review the tests, honorlock occurrences and to discuss the study techniques to improve scores.

Valencia Community College

RELEASE AND ASSIGNMENT

Agreement

I hereby grant to *Valencia Community College*, of Orlando, Florida and its designees or assignees: (a) all right, title and interest, present and future, to scripts, music, sets, designs, vocal or instrumental sounds or personal appearances made by me for or in said production; (b) and I further grant to *Valencia Community College* the unconditional right to "double" or "dub" my voice, acts, poses, plays and appearances, and all instrumental musical and/or other sound effects produced by me to such extent as *Valencia Community College* or its designees or assignees may desire; and (c) I further grant to *Valencia Community College* or its designees or assignees the unconditional right to use my name, photography, likeness, acts, poses, voice, plays and appearances made in connection with said production in any manner; and to reproduce, publish, distribute, exhibit and transmit the same by any mechanical or electronic means now known or to be created in the future, for use anywhere in the world in any medium in perpetuity.

Name (Printed) _____

Signature _____ Date _____

Address: _____ Phone: _____

E-mail address: _____

Witness: _____
Valencia Community College Representative

For Parent or Guardian of Minor Children

On Behalf of myself/my child, _____. I hereby grant to Valencia Community College all the rights and entitlements stated above.

My child/children's name(s) can/cannot be used in this production.

Signature of Parent or Guardian

An Equal Opportunity Employer

Revised: 7-27-2004